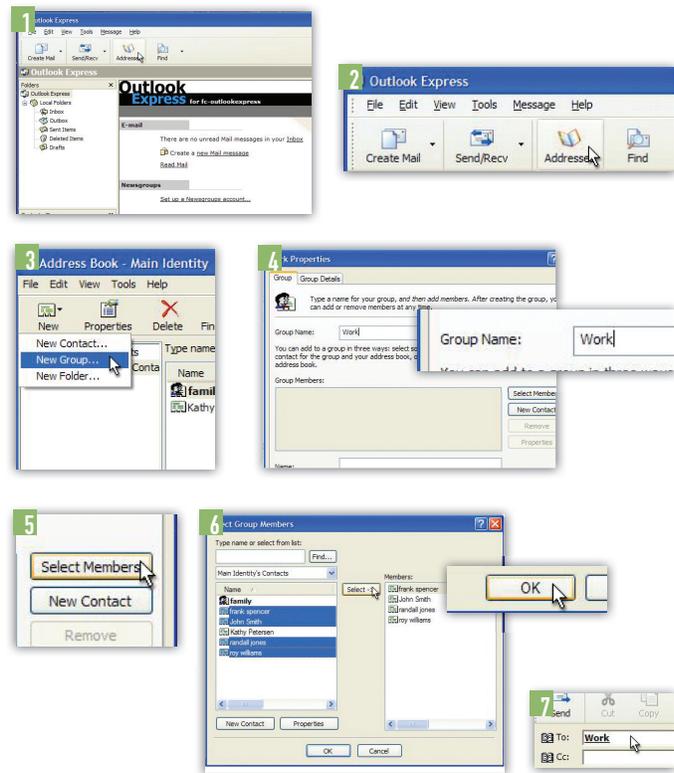


Sending Group E-mail Messages

Using Outlook Express 6 and Windows XP Home Edition SP2

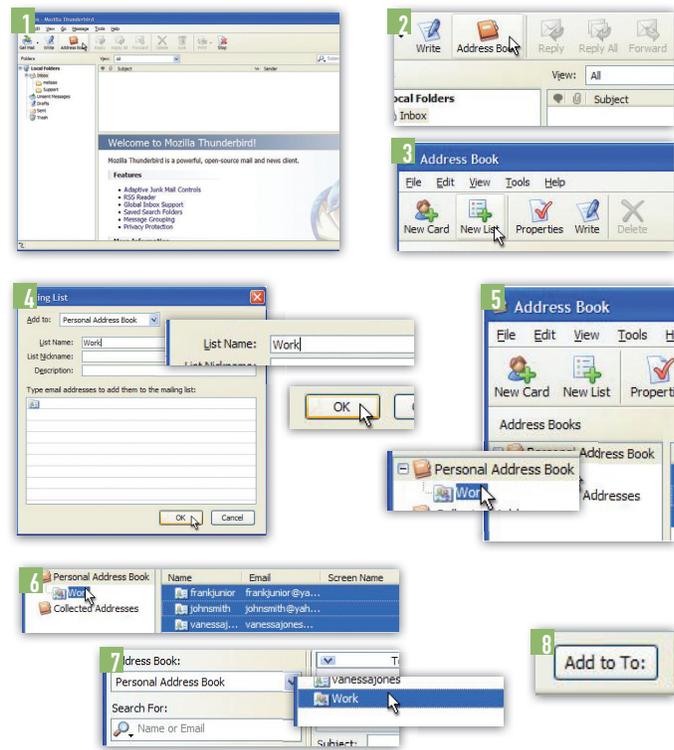
- STEP 1.** Open Outlook Express.
- STEP 2.** Click on the "Addresses" button on the Outlook Express toolbar or select "Address Book" from the Tools drop-down menu. The Address Book Window should appear listing your contacts in the right hand pane of the window.
- STEP 3.** Click on the "New" button on the Address Book toolbar and select "New Group" from the drop-down menu. The new group's Properties form should appear.
- STEP 4.** Type a name for your new group in the Group Name field. "Work," "Family," or "Friends" are good examples. Don't use a name like "Silly People I Work With" because the name that you use for the group is the name that will show up in the "To" field of your message.
- STEP 5.** Click your cursor arrow on the "Select Members" button on the right side of the window. A double paned Select Group Members window will appear.
- STEP 6.** Highlight a name, multiple names, or all of the names from the listed contacts in the left hand frame and click the "Select" button at the top between the two panes. This will move the highlighted contact or contacts into the Members pane. Click "OK" when you've finished and click "OK" again to close the new group's Properties window.
- STEP 7.** Click the red "X" to close the Address Book and use the new group name when you create your new e-mail message.



Sending Group E-mail Messages

Using Thunderbird 1.5 and Mac OS X or Windows XP Home Edition SP2

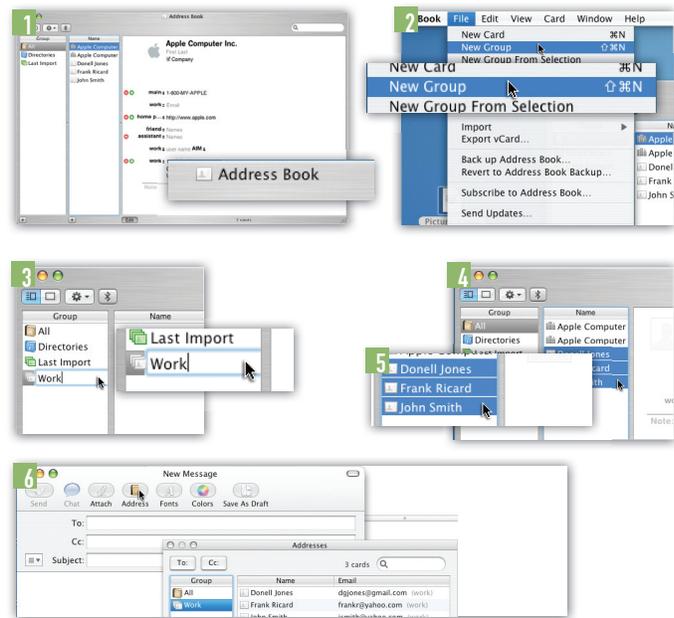
- STEP 1.** Open Thunderbird.
- STEP 2.** Click on the "Address Book" button on the Thunderbird toolbar. The Address Book will open.
- STEP 3.** Click on the "New List" button on the Address Book toolbar. A dialog box will drop down.
- STEP 4.** Give the list a name in the "List Name" field. The other fields are optional. Don't fill in the big field that says "Type email addresses to add them to the mailing list" unless the addresses you are adding are not in your current Address Book. Click "OK" to close the box.
- STEP 5.** The new list that you just named should now appear as a separate folder in the left side of the Address Book pane under your Personal Address Book. If you don't see it, you'll need to expand your Personal Address Book file by clicking on the "+" sign next to it.
- STEP 6.** Next, highlight a name, multiple names, or all of the names from the listed contacts and drag them onto the icon for your new list in the Address Books pane.
- STEP 7.** Close your address book and create a new e-mail message. Click on the "Contacts" icon in your new message's toolbar. Select your "Personal Address Book" in the Address Book drop-down menu.
- STEP 8.** Click on the name of the new list you created and click on the "Add to:" button. Compose and send your message.



Sending Group E-mail Messages

Using Mail.app 2, Address Book 4.0.4, and Mac OS X 10.4.9

- STEP 1.** To create a group of contacts, you will need to start by opening your Mac's built in Address Book application.
- STEP 2.** Under the "File" menu, drop down to and select "New Group." A new group will appear in the list in the Group column.
- STEP 3.** Type in a new group name. "Work," "Family," or "Friends" are good examples. Don't use a name like "Silly People I Work With" because the name that you use for the group is the name that will show up in the "To" field of your message.
- STEP 4.** Click on the "All" icon at the top of the Group column and a list of contacts will appear in the Name column.
- STEP 5.** Highlight a name, multiple names, or all of the names from the listed contacts in the Name column and drag them onto the icon for the new group in the Group column.
- STEP 6.** Close the address book and use the new group name when you create your new e-mail message.



Sending Group E-mail Messages

Using Windows Mail and Windows Vista Home Premium Edition

- STEP 1.** Open Windows Mail.
- STEP 2.** Click on the "Contacts" button on the Windows Mail toolbar.
- STEP 3.** Click on the "New Contact Group" button on the Contacts window toolbar. The "Properties" window will appear.
- STEP 4.** Type a name for your new group in the Group Name field. "Work," "Family," or "Friends" are good examples. Don't use a name like "Silly People I Work With" because the name that you use for the group is the name that will show up in the "To" field of your message.
- STEP 5.** Click your cursor arrow on the "Add to Contact Group" button. The "Add Members to Contact Group" window will open.
- STEP 6.** Highlight a name, multiple names, or all of the listed names by holding "Ctrl" while clicking on them. Click the "Add" button.
- STEP 7.** Click on the "OK" button.
- STEP 8.** The new group will appear in your Contacts list.
- STEP 9.** Click the red "X" to close the Contacts list and use the new group name when you create your new e-mail message.



After you've created a group, it may become necessary to add another person to the e-mail group. To do so when using Outlook Express 6 in Windows XP Home Edition SP2, follow these simple steps:

Open Outlook Express and click on the "Addresses" button on the Outlook Express toolbar or select "Address Book" from the Tools drop-down menu. The Address Book Window will appear listing your contacts. Highlight the mailing group you want to add subscribers to in the list of address book entries. Click "Properties." Type the e-mail address of the new recipient in the "E-mail:" entry field at the bottom of the dialog box. Click the "Add" button. Then click "OK" and then the red "X" box to close your address book.